

ADMINISTRATIVE - INTERNAL USE ONLY

Level of Objective: ___ Directorate, ___ Office, X Group/StaffOffice: OL/PS

Title of Objective:

Develop a skills development training curriculum for planning officers

Responsible Officer:

Significant Funding Amount:

\$ FY

0 - Scheduled

FY beginning ___ 1 Oct or Quarter Ending X 31 Dec, ___ 31 Mar, ___ 30 Jun, ___ 30 Sep

X - Actual

ACTIVITIES PLANNED	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify skills needed by OL Planning Staff to meet staff requirements.					X							
2. Identify skills of staff members (New staff for FY89 to be fully in place by Feb. '89).						X						
3. Identify training available to develop skills including core courses and specialized training.						X						
4. Schedule training for staff personnel.							X					
5. Commence training.								X				
6. Evaluate.												X

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SKILLS DEVELOPMENT SUGGESTIONS FOR PLANNING STAFF

~~Logistics Orientation~~

Wang courses

Creative Writing/ composition

Organization and Planning Techniques

Briefing Techniques

~~OL Budget Workshop~~

Appropriate writing courses

~~Proofreading~~

~~Editing~~

Program Management. (MCI)

Basic Procurement.

Contract Admin

PC Familiarization

Lotus - 123

Project Management (PC)

Supervision in OL

OL Midcareer .

Component Log Course.

Basic Safety & Health

Managing/Leading in CIA

Agency Budget/Resource Mgt.

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4. Schedule training for staff personnel.				
5. Commence training and evaluation				